

Safekey Employment Positions Descriptions

The city of Las Vegas Safekey program is a before and after school recreational enrichment program that is offered at many Clark County School District elementary schools, that provides a safe environment where children in kindergarten through 5th grade can have a receive homework assistance, have a nutritious afternoon snack, and engage in lots of fun activities and games. Safekey hours location vary.



You can stop by the City of Las Vegas Safekey office and apply, the office is located at 1651 South Buffalo Drive (at Oakey Boulevard) Office Hours: Monday-Friday 7:00 am-7:00 pm call (702) 229-3399 for more information.

SAFEKEY SITE ASSISTANT

Pay Rate \$10.00 per hour

OUTLINE OF DUTIES

Performs routine, entry-level work under close supervision; provides assistance to full-time or part-time classified staff or designee; assists with set up/take down of equipment and supplies for program or special event; ensures safety of participants is maintained; cleans area and equipment as directed; conducts programs for children, age Kindergarten-5th grade, at satellite Safekey elementary school sites; conducts programs to include structured and unstructured activities to best meet participants' needs; organizes and leads programs to include arts and crafts, storytelling, quiet games, recreational games, outside playtime, homework assistance, and other special activities; performs other related duties as assigned

EXPERIENCE AND TRAINING REQUIREMENTS

- ♦ Minimum 18 years of age.
- ♦ High School Diploma or GED equivalent.
- ♦ First Aid and CPR Certification at time of hire/reclassification.
- ♦ Need to maintain the physical agility necessary to demonstrate and maintain sports, and other recreation games and activities, move and maintain equipment, and other physical activities as needed to provide the safety, welfare and security necessary.
- ♦ Formal and informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
- ♦ Any individual offered employment will be required to pass a pre-employment hair drug test and complete background check as well as complete the Employer Request for Child Abuse & Neglect Central Information Form as required by NRS 432.100-130, NRS 432B and NAC 432B.170.
- ♦ Computer experience required.
- ♦ Bilingual skills are desirable.

SAFEKEY SITE LEADER

Pay rate \$12.00 hour

OUTLINE OF DUTIES

Provides oversight and supervision of the before- and after-school program participants; conducts programs for children, age Kindergarten-5th grade, at satellite Safekey elementary school sites; conducts programs to include structured and unstructured activities to best meet participants' needs; organizes and leads programs to include arts and crafts, storytelling, quiet games, recreational games, outside playtime, homework assistance, and other special activities; opens and/or closes Safekey elementary school sites; meets and greets participants and parents/guardians; prepares and submits a weekly/monthly schedule of activities calendar; prepares supply and equipment requests as needed; takes roll call; prepares participants for receiving and distributes daily snacks; conducts fire drills and provides reports; prepares, maintains and submits daily attendance reports, registration forms, medical forms, daily snack reports and

incident reports; assists with parent behavior meetings; gives input on behavior plans; communicates with full-time or part-time classified staff with regard to assigned site, parents/guardians and program activities; ensures safety of participants is maintained; assists with set up/take down of equipment for program or special event; leads Safekey Site Assistants with assigned tasks; monitors work performance of assigned Safekey Site Assistants and reports performance to assigned supervisor; performs other related duties as assigned

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- ♦ One year experience working with children in group setting preferred.
- ♦ Computer experience required.
- ♦ Bilingual skills are desirable.